Performance Evaluations

Concept of Performance Evaluation

Two primary reasons:

- **Helps us make decisions when selecting the best person for a particular job, a promotion, training, or commendations.**
- **Provides personnel feedback on their performance.**

Basic Elements of Performance Evaluation

Two parts:

- The Rating System
- Seven Performance Traits

The Rating System

5.0 - Greatly exceeds standards

4.0 - Above standards

3.0 - Meets standards

2.0 - Progressing

1.0 - Below standards

The Seven Performance Traits

- Professional knowledge
- Quality of work
- Equal Opportunity
- Military Bearing/Character
- Personal Job Accomplishment/ Initiative
- Teamwork
- Leadership

Basic Intent of Performance Evaluation

These two elements are combined to arrive at an overall numerical evaluation of an individual's performance as compared to the standard.

Midterm Counseling

- A major focal point performed at the midpoint of each eval cycle and when report is signed.
- Purpose:
  - Identify individual strengths and weaknesses before the final report;
  - Recognize accomplishments;
  - Encourage professional development;
  - Improve communication.

The "Brag Sheet"

- Your most powerful tool to influence evaluations.
- Record accomplishments and relate them to the mission of your division, department, and command. Require subordinates to do the same.
- WRITE IT DOWN!
  - Undocumented superior performance = NOTHING.
  - Documented sustained superior performance = SUCCESS!

Other Important Info

- **Dates**
- **Periodicity**
- **Job Recommendations**
- **Promotion Recommendation & Ranking**

Rater & Reporting Senior

- **Rater**: The supervisor who works with the individual.
- **Reporting Senior**: The commanding officer or CPO.

FITREP Review Checklist

- Ensure accuracy and spelling.
- Prepare all on one page.
- Use day-for-day accounting.
- Ensure timeliness in submission.
- Show trends. (e.g., Is continuous improvement shown?)
- Ensure all qualifications are reflected.
- Ensure duty preferences are reflected.
- Use a brag sheet.
- Ask questions.

Privacy Act Guidelines

- Eval roughs and notes are only for the personal use of the supervisor who wrote them; they are not open to others.
- They are kept or destroyed as the supervisor who wrote them sees fit.
- All information relating to performance evaluations is to be safeguarded and protected to preclude unauthorized disclosure.

Questions?